

The Worcester Regional Retirement Board is searching for a dynamic hands-on leader to serve as the Chief Executive Officer of the Worcester Regional Retirement System. The Retirement System is a public multi-employer contributory defined benefit plan established by the provisions of M.G.L.c.32 and M.G.L. c.34B. It serves 100 government employer member units, 13,000 active and retired members, and manages \$725 million in assets. It is governed by a 5-member Board of Trustees which meets monthly.

Title

Chief Executive Officer

Summary Description

The Chief Executive Officer reports directly to the Board of Trustees. The Chief Executive Officer is responsible for the management of the System's day-to-day operations and the overall administration of the Board's policies. Responsibilities include the oversight of the financial operations and reporting; recruitment, training and management of staff, consultants, and other professional service providers; ongoing outreach to the governing bodies of the member units, retirees, and employee groups; coordination of reports, warrants and materials for the monthly meeting of the Board. The Chief Executive Officer is responsible to ensure Board compliance with applicable statutes, regulations, and policies.

Primary Duties and Responsibilities

1. The Chief Executive Officer should have important executive management experience and a general understanding of federal and state laws, rules and regulations that apply to a public body.
2. Promotes effective relationships with public officials and their staffs, participating employers, union representatives, and other professional groups. Communicates official plans, policies and procedures to general public. Represents the Retirement Board with federal, state, and local government agency personnel. Calls upon local, state, and federal agency officials and staff periodically to discuss current issues involving the Retirement Board and the retirement industry.
3. Directs, coordinates and oversees consultants and other advisors to the Retirement Board including actuary, investment advisor, auditor, and investment managers. Establishes proper measures of performance, counsels managers as to the execution of programs and when necessary, provides direction for modification or remediation of plans.
4. Develops and implements an organizational plan, consistent with and appropriate to accomplishment of long and short-range established objectives and which will enhance the operational effectiveness of the organization.
5. Directs and coordinates a broad range of staff and service functions that provide support, service and assistance to the Retirement Board. Provides clear leadership to the organization and delineates responsibilities and authority for staff. Trains, motivates, and evaluates staff; reviews progress and directs changes as needed.
6. Ensures that effective business systems, procedures, and financial controls are established and maintained for the administrative operations.

7. Plans, directs, and controls the Retirement Board's overall financial plans and policies, accounting practices, and relationships with financial institutions. Directs the banking, credit, and investment functions of the Retirement Board including the procurement, custody and investment of funds and other financial assets.

Education, Knowledge, Qualifications and Skills:

The successful candidate should have excellent oral and written communication skills as well as strong interpersonal skills to engage the many stake holders in the retirement system. Candidates should have experience with traditional defined benefit plans and M.G.L. Chapter 32. The successful candidate should have an understanding of asset allocation and actuarial valuations. Candidates should have significant executive management experience, preferably in a public sector setting.

Salary Range

Commensurate with experience to be negotiated with a contract.

Application Deadline

September 13, 2019 – Position will remain opened until filled.

To Apply for this Position

Qualified candidates should provide an electronic letter of interest and resume to: info@wrrboard.org or hard copy to Worcester Regional Retirement Board, 23 Midstate Drive, Suite 106, Auburn, MA 01501